National Institute of Electronics & IT (NIELIT), HQ New Delhi

Procedure for Renewal of NIELIT Facilitation Centre for conducting Digital Literacy Courses (DLC).

Eligibility criteria for renewal of Facilitation Center status are tabulated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>No. of Examinations NIELIT conducts in one year</th>
<th>Minimum number of candidates fielded in one year</th>
<th>Minimum required pass percentage in one year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Literacy Courses</td>
<td>12</td>
<td>Minimum for Metro cities/ Other cities/towns/districts &amp; NE region</td>
<td>50% of the appeared candidate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum for State capitals (excluding NE region)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minimum for Other cities/towns/districts &amp; NE region</td>
<td></td>
</tr>
</tbody>
</table>

*The institute which meets above criteria is eligible for renewal. Only those institute which are eligible for renewal should apply for renewal. Institute can enquire about its eligibility by contacting NIELIT.*

The procedure for renewal is as mentioned below:

Please submit the documents attached herewith, duly stamped and signed by Authorized signatory of the institute.

1. Renewal Application (Format enclosed)
2. Affidavit (Format enclosed)
3. Covering Letter, Terms and condition on Official letterhead of the institute. (Format enclosed)
4. Premises document- rent or lease deed/ownership (rent/lease deed must be in the name of institute with min. of 11 months duration valid from grant of NIELIT Facilitation Center status to the institute).
5. Declaration in case of any changes in Faculty Member of the institute from the previous faculty members along with educational qualification documents (eligibility criteria- MCA/ BCA/ B.Sc (IT) /M.Sc (IT)/ B.Tech /B.E /Graduation + diploma of min. 6 months in software) & Experience certificate (min. of 6 months & must be in computer teaching).

6. In case of change in:
   - Authorized Signatory
   - Management of Society/Trust/Company
   - Faculty Member
➢ Contact Details

Submit the related documents with an undertaking signed by Authorized Signatory.
* Note- In case of change in Name/Address of the institute please follow the procedure mentioned below.

7. Previous Permission Grant Letter for DLC or BCC/CCC.

8. Regarding Fee: Please deposit

fee:

(i) For O/A/B/C Level Accredited Center => Rs.2950/- [Rs.2500 processing fee + 450 GST*@18 %]]

(ii) For Non Accredited Centers =>
Rs.5900/- [Rs.5000 processing fee + 900 GST*@18 %]]

(iii) There is no registration fee for ITI/ITC for BCC.

*GST may vary from time to time as per Govt. Norms.

You can pay this amount through online mode only (NEFT/RTGS).

✓ Details of the bank account are given here under:

- Bank name: Bank of India
- Account Holder : NIELIT
- A/c No. : 604820100000012
- A/c Type : Current Account
- IFSC Code : BKID0006048
- MICR Code : 110013052

* The Processing Fees once paid will not be refunded or adjusted against any other fees/dues.

9. Send the hard copy to the following address:-

National Institute of Electronics & Information Technology (NIELIT) Accreditation Section (DLC Facilitation Division) NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi-110077
10. If the institute is affiliated as Facilitation Center to conduct BCC & CCC and now since NIELIT has started Digital Literacy Courses (which includes 5 courses - ACC, BCC, CCC, CCC+, ECC), the status of the institute may be upgraded to NIELIT DLC Facilitation Centre. The institute has to submit an undertaking signed by Authorised signatory of the institute, format of undertaking is attached below.

* For any query you can write to us at ccc.accr@nielit.gov.in or call at 011-25308351, 011-25308350.

**Note – Institute which is affiliated with NIELIT through Master Organization like CSC-SPV etc. should contact its Master Organization for renewal of NIELIT DLC Facilitation Center Status. If such an institute submits the application directly to NIELIT the same will not be processed.
Application for Renewal of grant of Facilitation Centre status to conduct Digital Literacy Courses

All columns must be filled in CAPITAL LETTERS only. Please do not use correction fluid or overwrite.

<table>
<thead>
<tr>
<th>Online Fee Transaction details</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTR No.</td>
</tr>
<tr>
<td>Transaction Type (NEFT/RTGS)</td>
</tr>
<tr>
<td>Transaction Date</td>
</tr>
<tr>
<td>Amount (in Rs.)</td>
</tr>
<tr>
<td>Bank Name &amp; Branch</td>
</tr>
</tbody>
</table>

1. NAME OF THE INSTITUTION

2. ADDRESS OF THE INSTITUTION

CITY:
STATE:

PINCODE

3. CONTACT DETAILS

STD CODE | PHONE NO.
------- | --------
FAX:     |         
E-MAIL:  |         

4. DETAILS OF THE HEAD OF THE INSTITUTION

NAME:

ADDRESS:

PIN CODE

MOBILE:

E-MAIL:
5. DETAILS OF THE AUTHORIZED SIGNATORY

<table>
<thead>
<tr>
<th>NAME:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>MOBILE:</td>
<td>PIN CODE</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td></td>
</tr>
</tbody>
</table>

6. DETAILS OF THE INFRASTRUCTURE, COMPUTER & SERVERS, SOFTWARE & TEACHING AIDS AND FACULTY

6.1 AVAILABILITY OF INFRASTRUCTURE

<table>
<thead>
<tr>
<th>Infrastructure and Facilities</th>
<th>Minimum Requirement</th>
<th>Details of the Infrastructure and Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises</td>
<td>Owned/Long term lease/rent of min. 11 months</td>
<td></td>
</tr>
<tr>
<td>Carpet Area</td>
<td>30 sqm/ 325 sqft apx.</td>
<td></td>
</tr>
<tr>
<td>No. of Class rooms</td>
<td>01 no</td>
<td></td>
</tr>
<tr>
<td>Seating capacity of class room</td>
<td>25 students in total</td>
<td></td>
</tr>
<tr>
<td>No. of computer lab</td>
<td>5 +1 PC with internet and power backup</td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>With minimum 100 nos of computer books</td>
<td></td>
</tr>
<tr>
<td>Reception</td>
<td>01 no</td>
<td></td>
</tr>
<tr>
<td>Washrooms</td>
<td>Separate for Boys &amp; Girls</td>
<td></td>
</tr>
</tbody>
</table>

6.2 AVAILABILITY OF COMPUTER AND SERVERS

<table>
<thead>
<tr>
<th>Computer systems</th>
<th>Min. Requirement</th>
<th>Details with configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of computers</td>
<td>05 nos</td>
<td></td>
</tr>
<tr>
<td>No. of servers</td>
<td>01 no</td>
<td></td>
</tr>
</tbody>
</table>

6.3 AVAILABILITY OF SOFTWARE AND OTHER TEACHING AIDS
(As per the syllabus of ECC course. For syllabus, please refer [http://nielit.gov.in/content/digital-literacy-courses](http://nielit.gov.in/content/digital-literacy-courses).

<table>
<thead>
<tr>
<th>Software/ Teaching Aids</th>
<th>Name of the software(s)/ Teaching Aid</th>
<th>Version, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Automation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antivirus, DBMS and other Software details</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet connectivity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power backup facilities: UPS/Inverter/Generator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-cam/ CCTV camera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead/ Data Projector</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.4 FACULTY DETAILS: (Please see eligibility criteria in the Guidelines)

<table>
<thead>
<tr>
<th>Name of the Faculty</th>
<th>Academic Qualification(s)</th>
<th>Professional Qualification(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Examination Passed &amp; Year of passing and Name of the University/ Institution</td>
<td>Duration (in months)</td>
</tr>
<tr>
<td>10+2 Board:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>10+2 Board:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>University:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. PREMISES DETAILS:
Building Occupation Type: Owner/Rent/Lease (Please submit supporting documents like Sale/Rent/Lease deed)
Name of the Owner of the building: .................................................................
Date of Execution of the Deed/Agreement: .........................................................
Deed/Agreement valid up to: ..............................................................................

8. In case of any change in the details with respect to the Name, Address or in the Management of the institute since it was granted Facilitation Centre status; please attach relevant supporting documents along with requisite fee for change.

DECLARATION

I, (Name of the Authorized signatory) __________, Son/Daughter/Wife of Sh. (Name of the Father/Husband) __________, the Authorised Signatory of the institute (Name of the institute) __________ do hereby take oath and state on solemn affirmation as under that:

1. the Institute, in respect of which the details are provided in this application possess the requisite Software, Hardware and Faculty for the grant of permission for the conduct of the Digital Literacy Courses at its premises;
2. all the facts/figures/information/contents given thereon in the Application Form of the institute is correct, complete, omitting no material information;
3. I understood and recognize that the information submitted with this declaration is for the purpose of ascertaining eligibility of institute for renewal of permission and for the conduct of DLC at the respective institute by NIELIT;
4. I understand that NIELIT may, by means it deems appropriate, determine the accuracy and truth of the information in this application and I authorize such agency to contact any entity, individual, company, person(s) mentioned in the application for the purpose of verifying the information supplied and determining the eligibility of the institute;
5. I understood that refusal to permit such enquiries shall be ground of denial of permission;
6. I shall abide by the Terms and Conditions in words and spirit and shall be responsible for the same on behalf of the institute.

Date: __________
Place: __________

(Signature of the Authorised Signatory with Seal)
(Name in Block Letters______________________)
To,
The Head (Accreditation)
NIELIT Bhawan, Plot No. 3, PSP Pocket,
Institutional Area Sector-8, Dwarka,
New Delhi-110077

Sub: Application for grant of status of Facilitation Centre to conduct Digital Literacy Courses.

Madam,

The application of M/s (Name of the Institute) to get status of Facilitation Centre to conduct Digital Literacy Courses on self-certification basis is submitted herewith for consideration by National Institute of Electronics and Information Technology (NIELIT).

On behalf of institution, I being the Authorized Signatory of the institute, state that, I will abide by the Terms and Conditions and will carry out the responsibilities of Facilitation Centre. Specifically, I have noted and agreed that the status of Facilitation Centre of the institute can be withdrawn by NIELIT without assigning any reason and making us liable for any loss and damages. I further state that, the institute has got the necessary infrastructure and resources to function as a Facilitation Centre.

Yours faithfully,

Date: ________________

Place:_______________

(Sign of the Authorized Signatory with Date)

(Name in Block Letters________________________________)

Seal of the Institute: .........................................
TERMS AND CONDITIONS

Please read these Terms and Conditions carefully. NIELIT reserves the right to change these Terms and Conditions as and when required, due to change in policy or any other reason. Your continuation as Facilitation Centre will signify your acceptance to these terms.

1. GENERAL CONDITIONS

1.1 The institute would comply with all Local, State and National Laws and Regulations that applies to the institute and shall not engage in any business practice or activity detrimental to the reputation and image of NIELIT, its Courses, Logo or its Name.

1.2 All presentation of NIELIT information must be complete and truthful.

1.3 This is the responsibility of the institute to get the latest information from NIELIT.

1.4 No institute shall submit false, incorrect or misleading information to NIELIT and/or to the candidates, failing which, NIELIT may in its sole discretion take whatever action(s) it deems necessary & appropriate. Also Accreditation/ Facilitation Centre status granted for any or all of its courses might be withdrawn.

1.5 Unauthorized use of term or expression, designed to mislead the public, will attract penal action besides any administrative action that NIELIT may take, as found fit.

1.6 The institute would conduct the specifically approved course(s) only. Misinterpreting or misrepresenting the name and courses of NIELIT are liable for Penal/legal action, besides administrative measures.

1.7 NIELIT shall have no liability to any institute in respect of any cost, loss, damage, claims, demands, prosecutions, fines, penalties and/or expense suffered by the institute, directly or indirectly as a result of any act, omission, representation or statement of any of the candidate(s), institute and/or organization.

1.8 The institute would comply with policies, procedures, recommendations, guidelines or instructions, as well as other rules and regulations along with amendments or additions, which may be issued from time to time by NIELIT and the compliance shall be the responsibility of the institute only.

1.9 Any change in the Name, Management, Address or Contact details of the institute must be informed to NIELIT immediately and follow the relevant process.

1.10 The institute must complete all formalities related to activities pertaining to conduct of Digital Literacy Courses as per the schedule of events.

1.11 The institute will has to provide Infrastructure, support and other resources to NIELIT, as and when required.

2. CONDUCT OF DIGITAL LITERACY COURSES

2.1 The institute would be granted status of Facilitation Centre to conduct Digital Literacy Courses (DLC) on self–certification basis valid for a specified period, if it fulfils laid out criteria and its application is accepted by NIELIT.

2.2 It is the responsibility of the ‘Applicant Institute’ to submit the application form complete in all respect to NIELIT. NIELIT reserves the right at its sole discretion, to accept or reject any application, without having to provide justification for the same.
2.3 NIELIT may conduct inspection of the institute either before or after grant of status of Facilitation Centre. If the facilities and resources at the institute are found inadequate or any irregularity is found, the status of Facilitation Centre would be withdrawn.

2.4 The status of Facilitation Centre of the institute is valid for the conduct of DLC for a particular location at a specified address. For any change in the address, whether permanent or temporary, prior approval from NIELIT is required.

2.5 A letter granting status of “Facilitation Centre” will be issued to the institute by allotting a unique number.

3. WITHDRAWAL OF STATUS OF FACILITATION CENTRE

3.1 NIELIT may initiate proceedings for withdrawal status of Facilitation Centre, in case the Facilitation Centre is found indulging in any of the following improprieties:

3.1.1 Failure to provide necessary academic and/or administrative support to the students as per schedule/norms fixed by NIELIT and/or furnishing false information to NIELIT.

3.1.2 Over charging the students beyond any amount prescribed by NIELIT, or, charging additional money for distribution of any document issued free of cost by NIELIT viz. admit card/result sheet/certificate etc.

3.1.3 Furthering interests of any sector, caste, religious group or political party or subscribe to objectives that go counter to the solidarity or unity of the country.

3.1.4 Deterioration or unwillingness to improve, to meet the minimum requirements in terms of infrastructure, facilities, faculties and other resources, as prescribed by NIELIT.

3.1.5 Any unsolicited activity like misappropriation/ misconduct/ illegality/ unethical practice at the centre or by the persons attached with the centre in connection with conduct of DLC, which in the opinion of NIELIT warrants immediate withdrawal of status of Facilitation Centre of the institute.

3.2 NIELIT shall provide adequate time and opportunity to the Facilitation Centre where any improprieties is observed and served with a "Show Cause Notice" for compliance/removal of defects; failing which NIELIT will withdraw the status of Facilitation Centre. Decision of NIELIT in this regard shall be final and binding.

4. DISPUTES AND LEGALITIES

4.1 Under no circumstances, NIELIT will be a party to any legality arising due to the business process of the Facilitation Centre.

4.2 Decision on all matters by NIELIT shall be final and binding.

4.3 All disputes are subject to Delhi jurisdiction.

I, [Name of the Authorized signatory], Son/ Daughter/ Wife of Shri. [Name of Father/Husband] the Authorized Signatory of M/s [Name of the Institute] do hereby state that, I shall abide by these Terms and Conditions in words and spirit and shall be responsible for the same on behalf of the institute. I shall be liable for action under the relevant provision of the Indian Penal Code and other relevant laws, in case of any deviation to it.

Date: ______________  
Place: ______________  
(Sign of the Authorized Signatory with Date)  
(Name in Block Letters________________________________)

Seal of the Institute: ...........................................
Format of Affidavit
On Rs. 100/- Non Judicial Paper
Duly attested by Notary Public

I, (Name of the Authorized Signatory) ____________________________, Son/ Daughter/ Wife of Shri. (Name of Father/Husband) ___________ about _____ years old, do hereby solemn affirms and declare as under:

1. That I am the Authorized Signatory of M/s ____________________________, located at ____________________________, and has been authorized to sign the present affidavit on behalf of the institute.

2. That the institute is a ____________________________, established under ____________________________,

3. That the information / contents provided in the application form for grant of status of Facilitation Centre to conduct “Digital Literacy Courses” and the documents submitted with it are true and correct and that it conceals nothing and that no part of this is false.

4. That the institute undertakes that it will abide by the Terms and Conditions of NIELIT and would also abide by the guidelines as issued by NIELIT from time to time.

5. That the institute undertakes that it will indemnify NIELIT for any liability that might arise during the continuance of the status of Facilitation Centre to conduct Digital Literacy Courses or even after withdrawal of such status of Facilitation Centre by NIELIT due to any reason.

6. That in case the contents of this Affidavit are found to be incorrect or false, I shall be liable for action under the relevant provision of law. Besides any action that may be taken against the institute such as withdrawal of Accreditation and/or status of Facilitation Centre or imposing any penalty amongst others.

(Signature of the Applicant/ Deponent)

Verification: Verified at ____________________________, on this ____________________________, that the contents of my above affidavit are true and correct of my knowledge and nothing has been concealed there from.

(Signature of the Applicant/ Deponent)